

# REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



**To:** Mayor and City Council

**Agenda Item #:** IV.I.

**From:** Ann Kattreh  
Parks & Recreation Director

**The Recommended Bid is**

☒ Within Budget

☐ Not Within Budget

**Date:** December 16, 2014

**Subject:** Request for Purchase – Construction Manager Contract Braemar Clubhouse Renovation

**Date Bid Opened or Quote Received:**  
December 10, 2014

**Bid or Expiration Date:**  
N/A

**Company:**  
Zeman Construction

**Amount of Quote or Bid:**  
3% of total construction costs plus general conditions not to exceed \$10,540/month.

**Recommended Quote or Bid:**  
Zeman Construction

## General Information:

On March 18, 2014 the City Council directed staff to proceed with the outsourcing of the grill operations at the Braemar Clubhouse. At the November 18, 2014 City Council meeting Council approved the lease agreement with the Tin Fish to bring the popular and high quality food establishment to the Braemar Clubhouse.

On November 18, 2014 the City Council approved a contract with Sperides Reiners Architects (SRA), Inc. to provide architectural services to update sections of the clubhouse including kitchen renovations. As part of the lease agreement with the Tin Fish, the city agreed to provide the shell of the kitchen, flooring and utility stubs. \$415,000 is budgeted for clubhouse updates and kitchen renovations and is included in the 2015 CIP. Improvements will include the clubroom (dining area), banquet room, banquet hallway, building entrances, and upper level restrooms. Anticipated updates include new lighting, carpet and ceiling, wall & soffit treatments. Restroom updates including tile, paint, counter tops, plumbing fixtures and stalls. New doors to replace the folding divider between the banquet room and clubroom will be explored to update the space, bring in more light and improve function. An open house is being held at the clubhouse on Dec. 18 at 5 p.m. to review preliminary designs.

Staff is recommending Zeman Construction to perform construction management services. Zeman Construction will provide construction management services for all of the improvements listed above.

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Page 2

Construction management costs include a 3% service fee and project staffing which will be completed on an as needed basis and not to exceed four months. Total construction management project costs are not to exceed \$54,610. We anticipate the cost to fall in the range of \$33,000 - \$40,000. Staff will provide on-site supervision to keep costs down. Roger Knutson has reviewed and approved an AIA C 132-2009 contract.

Attachments:  
Fee Proposal Zeman Construction

# Estimate

**Exhibit A - Fee Proposal  
City of Edina Braemar Clubhouse  
December 10, 2014**



# Fee Proposal

Zeman Construction Company



**Fee:** Our proposal is predicated on the terms of AIA Document C132-2009, providing that the basis for payment is the "Cost of the Work Plus a Fee" with a negotiated maximum price. Our proposed fee is 3% of total construction cost, plus the reimbursable general conditions stated below. This project will be divided into two phases. The first phase will begin immediately and will include interior renovations to the clubhouse and the expansion of a small outdoor patio on the north side of the clubhouse. Phase One must be completed by April 15, 2014. Phase Two involves potential exterior renovations to include roofing and siding on the clubhouse and executive course building. Phase Two feasibility is currently being explored and will possibly be completed later in 2014. Upon determination of project scope, this percentage amount will be fixed as a lump sum amount. This fixed fee will increase only if the scope of the work is substantially and materially altered at the Owner's request.

General Superintendent	\$285
Superintendent (TBD if required)	\$5,980
Project Manager	\$2,990
Safety Director	\$285
General Clean-up	\$500
Trucking/Mobilization	\$100
Telephones	\$100
Printing/Postage	\$100
Internal Equipment Charges	\$200
Total Monthly General Conditions	\$10,540

## Project Management Personnel

Zeman proposes the following rates for project management personnel, reimbursed as a cost of the work.

Project Executive	\$110/hr
Project Manager	\$95/hr
General Superintendent	\$95/hr
Superintendent	\$85/hr
Safety Director	\$95/hr

## Reimbursable General Conditions

Once we are able to meet with the team and confirm project scope and anticipated design time, an overall project schedule can be established. The following reimbursement costs are shown as a per month basis. These costs represent a not-to-exceed amount per month. Should any savings be realized, they will be returned to the City of Edina 100%.

**Insurance Rates:** Excess liability/Umbrella - \$5.50 per \$1,000.00.